# Western Sydney Region RTO

**Assessment Package**

**Package Overview for Assessors**

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| --- | --- | --- |
| **Package Number**  **Package Title** | BSB07 – Package Three.  *Work Smarter Not Harder* | |
| **Training Package** | Business Services (BSB07) | |
| **Unit(s) /Elements to be assessed by this package:** | BSBITU201A Produce Simple Word Processed Documents  Prepare to produce documents  Produce documents  Finalise documents  BSBOHS201A Participate in OHS Processes  Work safely  Follow safety procedures | |
| **Package contents and information for assessors** | **Pages 2-7** | The Assessment Notice includes the **task description** andis provided to students. The PDF documents attached should also be provided to students. The suggested timeframe for this activity is 4 – 5 hours. The OHS quiz will also be provided to students at the completion of the newsletter task. Suggestions for Carrying Out Task  * Students will work individually to produce a newsletter * Students may need to collaborate in groups in order to produce information * Students to complete OHS quiz individually |
|  | **Page 8-9** | **Student Self Assessment**  This checklist is designed to be handed to the student. It enables the student to undertake a self assessment before submission of the task. The completed checklist should be handed to the assessor with the completed task. The assessor is than able to use the checklist to determine competence and provided feedback.  **Observation Checklist**  This checklist is for use by assessors to determine consistency in observation. |
|  | **Page 10** | The **Assessment feedback sheet** should be completed by the assessor and provided to the student when all aspects of the task have been completed and additional verbal feedback and opportunities for re- assessment if necessary discussed. |
| **Equipment and/or resources required** |  | Access to personal computer and printer.  Access to internet. |
| **Other comments** |  |  |

# Western Sydney Region

# Vocational Education and Training

### Assessment Notice

|  |  |
| --- | --- |
| **VET Framework: Business Services** | |
| **Assessor / Teacher:** | |
| **Unit of competency**  BSBITU201A Produce Simple Work Processed Documents  BSBOHS201A Participate in OHS Processes | |
| **Date Given : Due Date:** |
| Employability Skills are contained in this assessment |

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| --- |
| **Task Description: this task will be completed in 2 parts**  **Part 1:**   * As a member of the team at Swaggies, you have been requested by your supervisor to contribute and set up the new organisational newsletter. Attached is the memo from Janet Parker outlining the tasks to be completed. You need to produce this package individually and submit a printed copy. * As this is a newsletter for all staff to read and enjoy there will be no directions on font type, size or layout. You may use diagrams from the internet to enhance your newsletter. Print one edited copy to be handed to your supervisor. * The handwritten parts of the newsletter have been provided for you to produce.   **Part 2:**  Complete the OHS quiz at the completion of the newsletter task. |

**Memorandum**







***waggies***

***Australian Gifts***

|  |  |
| --- | --- |
| To | All Administration Assistants |
| From | Janet Parker, Administration Manager |
| Date | 30 November 2010 |
| **Subject** | **Newsletter - Issue 1** |

At our last staff meeting, it was decided that we would commence a monthly newsletter for distribution to Head Office staff. The aim of the newsletter is to keep staff up to date with news and events at Head Office together with any other short articles of interest.

I would like you to prepare *Issue 1* of our newsletter as follows:

1. Prepare and develop the newsletter articles for inclusion in *Issue 1*
2. Decide on the style of layout for the newsletter
3. Create a draft copy of the newsletter and forward to me for checking
4. Compose a memo to staff

I suggest that you take the following approach to the task, as this task will require you to produce some parts of the newsletter yourself and to layout and type the handwritten parts.

* Identify how much work will be involved with each part of the task.
* Estimate the time it will take for you to complete these tasks.

Some suggestions to help you with this project are listed below.

### Prepare the newsletter articles

I have handwritten the text for most of the articles.

Note - before you start, create a new subfolder called **HO Newsletters** and save all your work to this folder. The .jpg files for the newsletter will be sent to you for inclusion in the finished produce.

I would like you to write, in your own words, four of the newsletter articles. These are

* Welcome to our First Issue
* New Staff
* OH&S Feature
* Star Sign of the Month

*Welcome to our First Issue* – Write 1-2 paragraphs introducing the newsletter. Also let staff know that the HO Newsletter will be published monthly, that articles of interest should be submitted to the Administration Department, and that the deadline for submissions is 10 days prior to publication.

*New Staff* – Interview all new staff members, find out when they commenced work with Swaggies, their interests/hobbies/birthdays etc. Write a short profile for each new staff member. You could even scan photo(s) for inclusion in the newsletter. Remember to add names to *This Month’s Birthdays* if necessary.

*OH&S Feature* - Swaggies is committed to providing a safe and healthy working environment for all staff. Each month, we would like the newsletter to contain an informative, short article relating to OH&S in the office. There are a wide range of topics to choose from in this area, for example, ergonomics, posture, hazards in the office, prevention of injuries such as eyestrain, OOS, muscle strain, etc. You could also list contact numbers/Internet sites/book references which staff could access for future reference.

*Star Sign of the Month* – prepare a short description about this month’s star sign. Try to locate a clipart image for this sign as well.

**Note** - as a team, you may come up with additional ideas for newsletter articles – so please include these ideas as well. The more that is included in the newsletter, the more interesting it will be to staff.

### Decide on the layout style for the newsletter

You will have to decide on the type of layout that should be adopted for the newsletter. You should be able to get some ideas by researching books or the Internet for newsletter layouts, the types of fonts used in headings and paragraphs etc. Alternatively you could view *Wizards/Help* screens in suitable software programs. Don’t forget to include our logo as part of the newsletter.

### Create a draft copy of the newsletter

Create a draft copy of the newsletter. Before inserting the text into the newsletter, work out the placement of the articles on each page (according to the layout style you have chosen for the newsletter).

**Note** - you may find that using *tables* will be a lot easier than using *columns* in your newsletter. For example, a two-column table could have a picture in one column and the related text in the other. Please call me if you require assistance with this part of the project.

Don’t forget to give me a copy of your finished draft so that I can check it before final publication.

### Compose a memo to all staff

Compose a covering memo to all staff letting them know that the first issue of the newsletter is attached and that articles and other suggestions for Issue 2 would be welcome. Also include contact details and deadlines for submitting articles.

### Produce your final copy

After I have checked your draft copy, and you have carried out any amendments, then produce a copy of the final newsletter.

As this is your first major project in the Administration Department, I would like you to reflect on your personal performance. I have attached a copy of a **Reflection Journal** for you to use. Complete this and save it to your personal folder. Print a copy at the end of the project for your portfolio.

Good luck with this project. Remember, if you are not sure what to do, and you require assistance, that you can contact me at any time for help.

I am looking forward to seeing the draft of our first newsletter very soon!

Janet

|  |  |
| --- | --- |
| logo | Personal Reflection Journal |

|  |  |
| --- | --- |
| **Name** |  |
| **Department** |  |
| **Extension No** |  |
| Date |  |

###### Instructions

* Read the reflection questions in the blue column. Ask your manager for assistance if required.
* Use the right column to key in your answers.
* Save the Worksheet with the filename **Personal Reflection-today’s date.doc** in your personal folder***.***
* Print a copy and place this in your portfolio.

(Key your answers in this column)

|  |  |
| --- | --- |
| How effectively did you carry out today’s task? |  |

|  |  |
| --- | --- |
| What skills did you practice today? |  |

|  |  |
| --- | --- |
| The areas I still need to improve include … |  |

|  |  |
| --- | --- |
| The next time I do a task like this I will … |  |

|  |  |
| --- | --- |
| The problems I experienced were … |  |

|  |  |
| --- | --- |
| Other comments I would like to make about the task are … |  |







***waggies***

***Australian Gifts***

**Worksheet 1** - **OHS IN THE WORKPLACE**

1. **In Australia, more people die from:** *(Tick only* ***ONE*** *answer)*

Bee stings

Snake bites

Work-related accidents

Car accidents

1. **List THREE common work-related injuries**
2. **Employers have a “Duty of Care” to provide a safe workplace**. *(Circle one).*

TRUE FALSE

1. **List THREE responsibilities of an employer.**

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1. **List THREE responsibilities of an employee.**
2. **The WorkCover Authority of NSW promotes workplace health and safety, and provides a worker's compensation system for the employers and workers of NSW.** *(Circle one).*

TRUE FALSE



**Student Self Reflection**

|  |  |
| --- | --- |
| **Candidate name:** |  |
| **Unit:** | Theme 3; Work Smarter Not Harder |
| **Assessor / Teacher:** |  |

| **During the production of the OH & S resources?**  *( insert a tick for ‘yes’, cross for ‘no’,* | **Student** | **Assessor** |
| --- | --- | --- |
| Did you use Microsoft word to produce your newsletter? |  |  |
| Did you access the internet to obtain information and graphics for your newsletter? |  |  |
| Did you produce a draft version of your newsletter for checking? |  |  |
| Have you produce a final version of your newsletter? |  |  |
| Did you produce the covering memo to staff? |  |  |
| **Part 2:** |  |  |
| Have you completed the OHS quiz and submitted it to your assessor? |  |  |

|  |
| --- |
| **Candidate Self Reflection** |
| General comments, strengths or improvements needed: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidates signature:** |  | **Date:** |  |
| **Assessor signature:** |  | **Date:** |  |

Observation checklist

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate name:** |  | | | | | | |
| **Assessor name:** |  | | | | | | |
| **Units of competency:** | BSBITU201A Produce Simple Word Processed Documents  BSBOHS201A Participate in OHS Processes | | | | | | |
| **Date of assessment:** |  | | | | | | |
| **Procedure:** |  | | | | | | |
| **During the demonstration of skills, did the candidate:** | | | | **Yes** | **No** | **Comments** | |
| Demonstrate safe work practices | | | | ❑ | ❑ |  | |
| Complete all work using a word processor | | | | ❑ | ❑ |  | |
| Edit their work | | | | ❑ | ❑ |  | |
| Demonstrate the use of different commands in the software | | | | ❑ | ❑ |  | |
| Demonstrates an understanding of OHS processes | | | | ❑ | ❑ |  | |
|  | | | | ❑ | ❑ |  | |
|  | | | | ❑ | ❑ |  | |
| The candidate’s performance was: | | | Not Satisfactory ❑ | | | | Satisfactory ❑ |
| **Feedback to candidate:**  - – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – –  - – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – –  – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – –  **Feedback from candidate:** - – – – – – – – – – – – – – – – – – – – – – – –  – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – –  - – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – – | | | | | | | |
| **Candidate signature:** | |  | | | | | |
| **Assessor signature:** | |  | | | | | |

# Western Sydney Region RTO

# Vocational Education and Training

**Assessment Feedback**

|  |  |
| --- | --- |
| **VET Framework:** Business Services | |
| **Assessor / Teacher:** | |
| **Unit of competency**  BSBITU201A Produce Simple Word Processed Documents  BSBOHS201A Participate in OHS Processes | |
| **Due Date: Date Received:** |

**Overall Result**

|  |  |  |
| --- | --- | --- |
| **Unit Code** | **Elements of Competency** | **Competent/Not Yet Competent** |
| BSBITU201A Produce Simple Word Processed Documents | 1. Prepare to produce documents |  |
|  | 1. Produce documents |  |
|  | 1. Finalise documents |  |
| BSBOHS201A Participate in OHS Processes | Work safely |  |
|  | Follow safety procedures |  |

|  |
| --- |
| **Assessor / Teacher Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: . |
| **Student Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: |

SUGGESTED ANSWERS







***waggies***

***Australian Gifts***

**Worksheet 1** - **OHS IN THE WORKPLACE**

1. **In Australia, more people die from:** *(Tick only* ***ONE*** *answer)*

Bee stings

Snake bites

☑ Work-related accidents

Car accidents

1. **List THREE common work-related injuries**

Such things as: Occupational Overuse Syndrome (OOS); sprains and strains;

bruises; cuts; fractures etc.

1. **Employers have a “Duty of Care” to provide a safe workplace**. *(Circle one).*

TRUE FALSE

1. **List THREE responsibilities of an employer.**

Such things as: maintain a safe workplace; maintain a worker’s compensation

Insurance policy; provide safe systems of work; provide suitable instruction,

training and supervision; provide safe machinery, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **List THREE responsibilities of an employee.**

Such things as: report any incidents; take reasonable care for the health and

safety of co-workers; work safely; use and maintain machinery properly; ensure

your work area is free of hazards; take notice of signs etc.

1. **The WorkCover Authority of NSW promotes workplace health and safety, and provides a worker's compensation system for the employers and workers of NSW.** *(Circle one).*

TRUE FALSE